

Archivist in a Backpack Supply List

We purchased the items below for our Year 2 (2018-2019) kits; included are suggestions for the number of certain items to include per kit (e.g., three No. 2 pencils from a bulk order of thirty). Pricing can vary dramatically based on supplier discounts or buying items in bulk. However, each of our kits cost around \$175.

Oral History and Archives Kit (Backpack)	
Item	Link
Zoom H1 Bundle with Accessory Pack	https://www.amazon.com/Zoom-Recorder-Bundle-Accessory-Polishing/dp/B01D5E90EA/ref=sr_1_8?s=electronics&ie=UTF8&qid=1526666717&sr=1-8&keywords=zoom+h1+accessories
MicroSD memory card	https://www.amazon.com/Sandisk-MicroSDHC-Class-Memory-Reader/dp/B004JISIE4
Notepads (set of 3)	https://www.amazon.com/Field-Notes-Kraft-Ruled-3-Pack/dp/B0034KDEMO/ref=sr_1_5?s=office-products&ie=UTF8&qid=1518113396&sr=1-5&keywords=field+notes
Thank You Cards & Envelopes (set of 10)	https://www.target.com/p/10ct-chalk-talk-thank-you-cards-green-inspired/-/A-14299435
Stamps (block of 10)	https://www.usps.com/
Small Backpacks (this is a set of 24)	https://www.amazon.com/Classic-Inch-Backpack-Colors-Case/dp/B00XLN9CH0/ref=cts_ap_1_vtp
Archival Sleeves: 5x7 (3 mil archival polyester L-Sleeves, 5.5 x 7.5: EM0507L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ
Archival Sleeves: 8x10 (3 mil archival polyester L-Sleeves, 8.5 x 10.5: EM0810L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275
Document Sleeves: 1 - 2 mil Polyethylene Envelopes, 11W x 14H, (100 pack, use a subset for each kit)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690
Archival Acid-Free Folders (100 pack, use a subset for each kit)	https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&psc=1
Cotton Gloves Size Medium (set of 12, include 3 pairs in each kit)	http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483
No. 2 pencils (set of 30, include 2-3 in each kit)	https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpener-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&ie=UTF8&qid=1518110705&sr=1-2-fkmr0&keywords=no2+pencils+bulk
Bag tags - if you're lending items and not using barcoding, you can just include a number for each kit to keep track of them	https://www.amazon.com/Unicliffe-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&ie=UTF8&qid=1526666158&sr=1-4&keywords=keyring+tag
Feedback cards	Created via VistaPrint - they ask about favorite items, what they used the kits for, and how users would suggest improving them
Oral history question cards	See communitydrivenarchives.web.unc.edu for more details. We used moo.com to create a custom set of business cards with common oral history questions



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Archives Kit (Roller Bag)	
Item	Link
Bag tags - if you're lending items and not using barcoding, you can just include a number for each kit to keep track of them	https://www.amazon.com/Uniclfe-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&ie=UTF8&qid=1526666158&sr=1-4&keywords=keyring+tag
Feedback cards	Created via VistaPrint specifically for our Mellon grant - they ask about favorite items, what they used the kits for, and how users would suggest improving them
Epson Flatbed Scanner (1)	https://www.amazon.com/Epson-Perfection-V39-photo-Scanner/dp/B00SSXQ7Q2
Blank flash cards (set of 100)	https://www.amazon.com/note-cards-post-cards-flash-cards-heavy-weight-acid-free/dp/B00UPV7BE2/ref=sr_1_2?ie=UTF8&qid=1518111053&sr=8-2&keywords=acid%2Bfree%2Bflash&th=1
Hardshell Roller Bags	https://www.amazon.com/AmazonBasics-Hardside-Spinner-Luggage-Carry/dp/B071VG5N9D/ref=sr_1_6?ie=UTF8&qid=1518111846&sr=8-6&keywords=roller+bag
No. 2 pencils (include 3 in each kit)	https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpended-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&ie=UTF8&qid=1518110705&sr=1-2-fkmr0&keywords=no2+pencils+bulk
Portable Storage Lexar Jump Drive (include 1 in each kit)	https://www.staples.com/lexar-jumpdrive-s50-16gb-usb-2-0-flash-drive-2pk/product_2071292
Cotton Gloves Size Medium (include 3 pairs in each kit)	http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483
Artifact tags (100 pack) - part # 58094 - include 10 in each kit	http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Gaylord-Archival%26%23174%3B-Tyvek%26%23174%3B-Artifact-Tags-%28100-Pack%29/p/HYB01358
Archival Acid-Free Folders (100 pack)	https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&psc=1
Clamshell Box - 10.25 x 15.25 x 3 size (1 per kit)	http://www.gaylord.com/Preservation/Archival-Storage-Boxes/Gaylord-Archival%26%23174%3B-Blue-Grey-Barrier-Board-Clamshell-Box-with-DuraCoat%26%23153%3B-Acrylic-Coating/p/HYB02319
Archival Sleeves: 5x7 (3 mil archival polyester L-Sleeves, 5.5 x 7.5: EM0507L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ
Archival Sleeves: 8x10 (3 mil archival polyester L-Sleeves, 8.5 x 10.5: EM0810L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275
Archival Sleeves: 12x17 (3 mil archival polyester L-Sleeves, 12.25 x 17.5: EM1217L) (10 pack)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275
Document Sleeves: 1 - 2 mil Polyethylene Envelopes, 11W x 14H, (100 pack, include 10 in each kit)	http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690

